



CITY OF CHICOPEE

Department of Public Work

PARKS DIVISION

687 Front Street Chicopee, MA.

RECREATION OFFICE 413-594-3481 413-594-3486 (fax.)

Carolyn Porter
Superintendent

Richard Maciolek
Assistant Superintendent

Parks and Recreation Commission Meeting Minutes Tuesday, July 18, 2017

A. Call meeting to order: 7:05pm made by Comm Ziemba.

Attendance: Commissioners Fenton, Ziemba, Buxton, Bresnahan, Montemagni, Parks Superintendent Porter and City Councilor LaFlamme.

B. Motion for approval of meeting minutes for June 19, 2017 made by Comm. Buxton. Second by Comm. Fenton. Approved.

C. Meeting suspended at 7:05pm for Public Input. City Councilor LaFlamme provided update of the Annual National Night Out to be held on Monday, August 7th, see Communications Item #1. Following public input, meeting resumed at 7:08pm.

D. Communications:

1. Request for the use of Sarah Jane Park on Monday, August 7, 2017 for National Night Out.

Question was raised regarding use of inflatables. Recommendation made to review with Law Dept. Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan. Approved including use of inflatables if approved by Law Dept.

2. Request for the use of Bowie Field of Dreams, Hampden Charter School of Science. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan.**

3. Request to by St.Joan of Arc School to use Ray Ash Park Friday, September 29,2017. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan.**

4. Request by Mandie Huerta to use Ray Ash Park July 30, 2017 for a field day event. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan.**

5. Request to access Ray Ash Park by Life Point Church to host a Picture in the Parks event on September 1, 2017 4 – 10:30pm. Activities will include food, games and an outdoor movie. 1,000 participants expected. Last held at Ray Ash 5 years ago. **Commission recommendation made for Superintendent Porter to continue to pursue activity and request Life Point Church to submit their detailed plan for the event.**

6. Request for use of Lincoln Grove September 30,2017 from Pastor Nerida Maisonett. 300 participants, stage, 30x30 tent, sale of food approved by BOH. **Commission recommendation made for Superintendent Porter to continue to pursue activity and request Pastor Maisonett to submit their detailed plan for the event.**

7. Request for use of Szot 2 or 3 for July 27, August 3 for playoffs or Rivers Park. **Motion to approve made by Comm. Fenton. Second by Comm. Bresnahan.**

8. Request by the 1st Central Bible Church to swap activity times for their week long club activity at Ray Ash and Lincoln Grove to better match up with park participants schedule. **Motion to approve made by Comm. Fenton. Second by Comm. Bresnahan.**

9. Thank you letter from the LaFreniere family for recognition of Bruce LaFreniere by the naming of the Szot Park picnic grove after him. **Commission acknowledged receipt and appreciation of the thank you letter.**

10. City Council Order that report be prepared for a Skate Park at Litwin Field or Williams Park. It was noted that 3 skate elements cost approx. \$46K and that eligibility for grants for funding less likely due to area of the city where it is to be located. Also, handicap accessibility needs to be

considered. Recommendation made to hold discussion for the next City Council Recreation Committee Meeting.

11. Other Communications

E. **Recreation Report**

1. Youth and Adult Baseball & Softball leagues
2. Aquatics and First Aid/CPR Programs
3. Summer Day programs – Sports and Art
4. OPEE adventures enrollment, staffing and revolving fund balance
5. Lifeguard Staffing and Pool Operations.
6. Playground program
7. Movie Nights July 7 Lego Batman Movie, July 28 Finding Dory & August 18 Moana
8. National Night Out August 7, Downtown Get Down August 25 & 26.

F. **Maintenance Report**

1. **On-going:** Mowing and whipping all park parcels islands and areas around buildings, diamond draining, grooming and lining, Line fields for Lacrosse, Opening bathrooms, preparing 9 water sprays for service, Pool opening at Ray Ash and work on Rivers pool followed by daily checks of all three pools, 2-3x a week pick up of trash in barrels or loose trash around parks, Leaf and stick removal, graffiti removal, ordering supplies, preventative maintenance and repairs on landscaping equipment. Cemetery: Burials 1 a week, sale of lots, mowing, weed whipping, removal of old decorations. ROCA task: cemetery whipping, putting up snow fence for fireworks.
2. **Special Projects complete:** Szot dugouts were completed June 16 with final paint by Parks staff, Assistance with opening Ray Ash Pool on June 24 by installing baby changing stations and signage. 3 Parks Staff trained in playground safety. Repairs to various water spray automators and playground equipment. Painted speed bumps at Szot and Williams Park. Wooden park sign replacements made for Ray Ash and Ike Alpert. Repair and paint for soccer kick board at Ike Alpert. Distribution of picnic tables to Nash, Sarah Jane, Fairview, Williams and Rivers.
3. **Projects upcoming:** Swapping out a swing at Fairview, Downtown Get Down Aug 25 & 26, and National Night Out on August 7.
4. **Event support:** School related field days at Dana and Ray Ash

- G. **Parks Labor Force:** Open positions (1) GL9 – Heavy Equipment Operator, (3) GL 5 MEO Laborers, (1) GL3 Laborer, Ranger and Seasonal parks laborer positions are posted. 2 rangers and 2 seasonal park temps were hired

H. **Old Business:**

1. Wisniewski Park-Our Common Backyards Grant update. Phase II w/ CDBG funds. Historic sign has been shipped 7/14. Ribbon cutting celebration was held July 8th in conjunction with Family Barbershop. Clogged drain pipe on spray deck was repaired resolving a hazardous condition.
2. Szot Gateway Grant has been completed. All required documents have been filed with the State. Additional work to consider there includes a sound system, alternate plans for Szot Pool.
3. Ray Ash Park pool opened June 24. A punch list of remaining tasks for Construction Dynamics is being prepared by the architects. Work to be addressed in the future: new roof, shower plumbing, parking lot. **Architect will be needed to write specs for this work. \$200K is leftover from the pool construction.**
4. Sarah Jane Sherman Park CDBG Project: Construction by Kenney Masonry for the pavilion and comfort station walkways has begun Completion date is July 25. Orbit has been installed. The contract was processed in consultation with DPW Superintendent, Purchasing and Community Development. Other elements of the Sarah Jane project are under review by Community Development for compliance with HUD. Asphalt walkways and accessible ramps have been installed by DPW Highway.

5. Sarah Jane Sherman Tree has been determined to be on city property and will be included in work being done by an outside contractor through DPW Forestry. Emergency removal on 7/13 & 14. Cost: \$5K
6. Rivers Pool – struggling to become operational as a result of various issues: crack, pump, water loss, chlorine levels. Assistance has been offered through DPW water Dept.
7. Other Old Business
 - a. **Commissioner Bresnahan will be the Parks Commission representative to attend the August meeting of the Community Garden Council.**

I. New Business:

1. Parks and Recreation budgets as approved.
2. Court repairs. **Recommendation made for Superintendent Porter to move forward with court repairs and to pursue doing a bulk RFP for all priority repair jobs.**
3. PARC Grant application for review. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan.**
4. Bemis Pond Dam update. **Study to be completed to examine 2 options, repairing and breaching. Superintendent Porter to submit email requesting planning meeting.**
5. Leaky roof at Front Street Office. **Superintendent Porter will be meeting with Jay Croteau on 7/20.**
6. Other New Business.

J. Next Meeting: August 22, 2017, 7pm

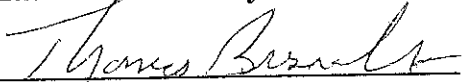
- K. Motion made to adjourn meeting at 9:28pm made by Comm. Buxton. Second by Comm. Fenton. Approved.**

L. Documents presented at July 18th, 2017 Commission meeting:

- a. **Parks Commission Meeting Minutes from meeting on June 19th, 2017**
- b. **Commission Report submitted by Recreation Supervisor Sean Carroll, dated 7/17/17**
- c. **Commission Report submitted by Recreation Supervisor Dan Woodill, dated 7/18/17**
- d. **Chicopee Parks & Rec Pools Attendance Report**
- e. **2017 Camp Opee Balance Sheet**
- f. **DPW Parks Budget Worksheet – Fiscal 2018**
- g. **Recreation Budget Worksheet – Fiscal 2018**
- h. **Construction Dynamics – Ray Ash Pool – Punch List, dated June 23, 2017**
- i. **Email (dated June 24 2017) from Sherry Manual announcing first meeting of National Night Out Committee on June 28, 2017.**
- j. **National Night Out – Donation Letter – dated June 27, 2017**
- k. **PARC Grant Application and Cover Letter for Nash Park Project**
- l. **City Council Order that report be prepared for a Skate Park at Litwin Field or Williams Park**
- m. **Parks Event Permit Request Form and Facility Use Checklist**
- n. **Email (dated July 12, 2017) from Mandie Huerta requesting use of Ray Ash Park for a field day event on July 30th.**
- o. **Email (dated July 11, 2017) from David Henry requesting use of Szot Park or Rivers Park for softball playoffs (July 27th, August 3rd and August 10th) and State Tournament (August 19th).**
- p. **Email (dated July 11, 2017) from Sue Jarvis of First Central Bible Church requesting swapping parks permit activity times for Ray Ash and Lincoln Grove.**
- q. **Letter (dated May 9, 2017) from Dan Trudeau of Hampden Charter School of Science requesting use of Bowie School of Field of Dreams for Fall of 2017**

- r. Letter (dated July 5, 2017) from Paula Jenkins of St. Joan of Arc School requesting use of Ray Ash Park for Walk-a-thon on September 29, 2017.
- s. Letter (dated June 28, 2017) from Pastor Nerida Maisonett of Templo Cristiano Aqua Viva Inc. requesting use of Lincoln Grove Park for a church service.
- t. Letter (dated June 18, 2017) from the LaFreniere Family thanking Parks Commission for honoring their father Bruce LaFreniere.

Minutes Submitted by:



Thomas Bresnahan
Commission Secretary

8-22-17

Date